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DEPARTMENT OF THE ARMY  
CALIFORNIA ARMY NATIONAL GUARD  
Los Alamitos Army Airfield  
4442 Doolittle Avenue, Suite 2  
Los Alamitos, CA 90720-5146


LAAAF-CDR

8 June 2001

MEMORANDUM FOR Commander, AASF-Los Alamitos

SUBJECT: Procedures for Flight Plans

1. Reference: Meeting with Commander, AASF-Los Alamitos and Operations Officer, Los Alamitos AAF
2. Effective immediately, the following procedures are required for VFR/IFR flight plans.
3. The operations duty officer/briefer will review flight plans for completeness and correctness. Any discrepancies will be brought to the attention of the pilot-in-command. It is the responsibility of the pilot-in-command to ensure the flight plan is completed correctly.
4. Flight Plans.
  - a. VFR Flight Plans. VFR flight plans may be faxed to Airfield Operations or hand carried. If the flight plan is faxed, the pilot-in-command/pilot will follow-up with a phone call to Airfield Operations to ensure the flight plan has been entered into the Aeronautical Information System (AIS).
  - b. IFR Flight Plans. The pilot-in-command/co-pilot will take the flight plan to Airfield Operations to ensure that the flight plan is entered into AIS. The operations duty officer/briefer may fax the approved flight plan to Airfield Operations. The pilot-in-command/co-pilot must physically arrive at Airfield Operations within ten minutes. At a minimum, the pilot-in-command/co-pilot will wait until the first leg of the flight plan is entered into the AIS before departing to the aircraft. Any AIS entry difficulties in subsequent legs of the flight plan will be the responsibility of the airfield duty officer to correct.
5. Pilots who do not physically arrive at Airfield Operations for review (if the flight plan was sent via fax) within ten minutes, will have their flight plans removed from the AIS. In addition, these aircraft will not receive a departure clearance from ground control.
6. These procedures are on a trial basis and may be changed if determined necessary.
7. POCs are MAJ Williams at 62005 or MAJ Allen at 62563.

  
THOMAS E. LASSER  
LTC (Ret.), AV, CA ARNG  
Airfield Commander